Organisation name Site or unit		REGISTER Access information change log	
Document ID	WAY-REG-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Register · WAY-REG-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 44.5

1. Purpose

Records each change to the site, entrance, hours or services, and the update made to public information.

2. How to complete

- Record each change when it is made.
- Record the update made to public information.
- Record the sign-off and the date.

3. Checks

Check	Entry
Change and date	Yes
Public information updated (date)	Yes
Responsible person sign-off	Yes
Verified against the site (yes or no)	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Global Patient Safety Action Plan 2021–2030 for communication and patient access, the WHO Emergency Care Systems framework for emergency access, and the ASF Hospital standard for facility access.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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